	Operational General Order - 610: Incident Command System (ICS)
NORFOLK _Department of Police_	Office of Preparation: Strategic Management Division (rck)
	CALEA: 46.1.3,46.1.4, 46.1.5, 46.1.6. 46.1.7
	VLEPSC: None

LEGAL REVIEW DATE: 11/04/2014	PRESCRIBED DATE: 11/13/14
City Attorney: _Heather a. Mullen_	City Manager/Director of Public Safety:
APPROVED BY THE AUTHORITY OF THE CHIEF OF POLICE:	

Purpose:

The purpose of this order is to establish the Incident Command System (ICS) as the incident management system for the Norfolk Police Department in accordance with the National Incident Management System (NIMS).

Policy:

It is the policy of the Norfolk Police Department to adhere to Homeland Security Presidential Directive (HSPD-5) that was issued to establish a single, comprehensive national incident management system. It directs the Secretary of Homeland Security to ensure the compatibility of federal, state, and local plans. In accordance with this objective, the Norfolk Police Department has identified the Incident Command System (ICS) and Unified Command System (UCS) as operational structures that ensure the greatest effectiveness in managing highly complex, dynamic and volatile incidents. This directive establishes the Incident Command System (ICS) as the incident management system for the Norfolk Police Department, which, depending on scope and type of incident, is part of a City-wide incident command structure.

Supersedes:

1. G.O.OPR-610, dated May 14, 2009
2. Any previously issued directive conflicting with this order

Order Contents:

I.   Incident Command System (Defined)
II.   Unified Command
III. Incident Command System Structure
IV.   Emergency Action Plan/Emergency Operations Manual
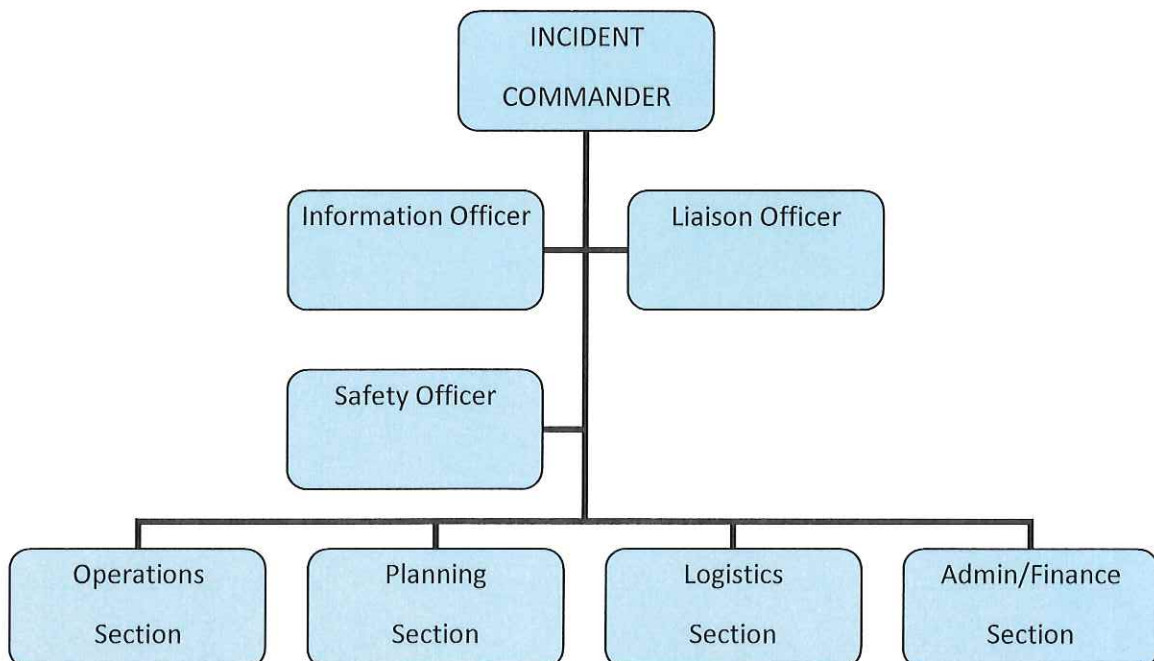
I.   Incident Command System (ICS) DEFINED

The combination of facilities, equipment, personnel, procedures, and communications operating with a common organizational structure with responsibility for the management of assigned resources to effectively accomplish stated objectives pertaining to the incident.

II.   Unified Command

A.   Unified Command is a method for all agencies or individuals who have jurisdictional responsibility, and in some cases those who have functional responsibility at the incident, to contribute to determination of overall objectives for the incident and selection of a strategy to achieve the objectives.

B.   The Chief of Police will appoint a departmental member to coordinate and network with representatives from other public safety departments/agencies in managing the incident under a Unified Command.

III.   Incident Command System Structure

A.   The structural paradigm of the Incident Command System for the Norfolk Police Department is illustrated below:

```
                        ┌─────────────┐
                        │  INCIDENT   │
                        │  COMMANDER  │
                        └─────────────┘
                               │
         ┌─────────────────┐   │   ┌─────────────────┐
         │ Information      │───┴───│ Liaison Officer │
         │ Officer          │       │                 │
         └─────────────────┘        └─────────────────┘
                               │
         ┌─────────────────┐   │
         │ Safety Officer   │───┤
         └─────────────────┘   │
    ┌──────────┬───────────┬───┴────────┬──────────────┐
┌─────────┐ ┌─────────┐ ┌─────────┐ ┌──────────────┐
│Operations│ │Planning │ │Logistics│ │ Admin/Finance│
│ Section  │ │ Section │ │ Section │ │   Section    │
└─────────┘ └─────────┘ └─────────┘ └──────────────┘
```

G.O. OPR-610 Incident Command System (ICS)   *Date of Issue:* 11/17/14

IV.   Emergency Action Plan

The *Emergency Action Plan* provides information and resources for ICS operations. To facilitate implementation of ICS protocols:

A.   Commanding Officers are responsible for providing ongoing training for their personnel regarding the *Emergency Action Plan*.

B.   A printed version of the *Emergency Action Plan* will be maintained at each Command, and stored in a place that is accessible to all assigned personnel.

C.   A digital version of the *Emergency Action Plan* is accessible on the city-wide network, on drive assigned to NPD, in the Reference folder. The Commanding Officer of the Strategic Management Division will ensure that the digital version of this manual is maintained and revised with updated information as it becomes available.

D.   All sworn and non-sworn personnel will comply with the Incident Command System (ICS) structural and operational methods described in the Norfolk Police Department's *Emergency Action Plan* .

Related Directives:

1.   G.O. ADM-120: Organizational Structure
2.   G.O. ADM-130: News Media Policy
3.   G.O. ADM-460: Emergency Preparedness Unit
4.   G.O. ADM-630: Roll Call
5.   G.O. OPR-630: Hostage and Barricade Resolution
6.   G.O. OPR-650: Bomb Threats
7.   G.O. OPR-750: Field Command
8.   NPD Emergency Action Plan
9.   Homeland Security Presidential Directive/HSPD-5
10.   http://www.fema.gov/national-incident-management-system/incident-command-system-resources

Attachments:

A. Section Leader Responsibilities

Section Leaders Responsibilities

1. Command Function (CALEA 46.1.3)

   The Incident Commander is responsible for overall leadership of the incident response. Until delegated and individually assigned the Incident Commander is responsible for the roles of each section leader listed below. To include:

   a. Formally activating the Incident Command System.

   b. Establishing and securing a command post and staging areas.

   c. Facilitating the response of appropriate specialty units from inside and outside their agency.

   d. Providing information services to the applicable stakeholders, internally and externally.

   e. Documenting the response to be used in a post event analysis and de-brief.

   f. Ensuring the safety of all involved in the incident.

2. Operations Section (CALEA 46.1.4)

   The Operations Section manages the operational component of the ICS. This includes many tactical priorities such as establishing perimeters, and establishing, maintaining, and providing security for the command post and staging areas. Other responsibilities include deploying appropriate response personnel, evacuating civilians, and diverting and controlling traffic as needed. The Operations Section is also responsible for providing the appropriate detainee transportation, confinement and processing when applicable. Field Operations Bureau and/or Investigative Services Bureau personnel are typically assigned to the Operations Section. Patrol Division Sector Lieutenants and or Special Enforcement/Vice and Narcotics Division Lieutenants will typically manage the Operations Section, and/or associated branches, if activated. At the conclusion of the event the Operation Section is responsible for conducting and submitting a post incident investigation and debrief.

3. Logistics Section (CALEA 46.1.6)

   The Logistics Section provides services and support systems to all of the organizational components involved in the incident. Some of these services include the provision of medical services, food, water, supplies, equipment, transportation, communication, and facilities. The Central Records Division Commanding Officer will typically manage the Logistics Section if activated.

4. Planning Section (46.1.5)

The Planning Section is generally responsible for those components of the response that are involved with information gathering and management. The Planning Section is specifically responsible for:

a.   Preparing the action plan (and alternatives) for submission to the IC.

b.   Maintaining incident records.

c.   Monitoring personnel availability and resource status.

d.   Manages the use of technical advisors who are not emergency responders.

e.   At large or complex incidents, a Situation Status (SIT-STAT) Team may be established with responsibility for analysis of the situation as it progresses. This team seeks to establish:

    (1)   What has happened?

    (2)   What is happening?

    (3)   What may happen?

f.   Additionally, a Resource Status (RE-STAT) Team may be established with responsibility for recording the status of resources committed to the incident. This team evaluates:

    (1)   The resources currently committed to the incident.

    (2)   The impact additional responding resources will have.

    (3)   Anticipated resource needs.

g.   At the conclusion of the event, the Planning Section will be responsible for post incident de-mobilization of the assembled resources.

h.   Field Operations and Investigative Services Bureau supervisors, Criminal Intelligence Unit personnel, and/or Strategic Management Division personnel will typically serve in the Planning Section if activated.

5. Administration/Finance Section (CALEA 46.1.6)

The Administration/Finance Section is responsible for the financial aspects of the response. This Section is activated when there is a specific need for financial services, usually at a large or complex incident. These operations may be located at a site remote from the incident location. Responsibilities include:

a.   Document financial costs of the incident.

b.   Maintain records for possible cost recovery including personnel costs.

c.   Procure services and/or supplies, in coordination with the Logistics Section.

d.   Analyze and manage legal risks for the incident.

e.   Document injuries for compensation and claims-related issues.

f.   Strategic Management, Personnel and Fiscal Management Division personnel will typically serve in the Administration/Finance Section if activated.